

# **CRIMINAL JUSTICE TRAINING REFERENCE MANUAL**

## **ACADEMY RECERTIFICATION STANDARDS**

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### **1. Purpose**

The purpose of this checklist is to verify that the academy is functioning on a day-to-day basis under the practices and policies which were required for certification. In other words, academy certification seeks to ensure that the proper policies and procedures are in place and academy recertification seeks to ensure that these policies and procedures are being followed. Random samples of documents supporting each item on this checklist where documentation is required will be reviewed to determine if appropriate policy is being followed. These items which require documentation will be completed by a DCJS staff member conducting the recertification. Each document reviewed will be listed specifically to include name, date, policy number, etc., as appropriate.

### **2. Academy Recertification Time Frame**

- A . Academy Recertification shall expire after three years on June 30 of the third year.
- B . DCJS will arrange an "interim" review to be conducted as soon as possible at a mutually agreeable time within 90 days after a new academy director is appointed. The purpose of this review is to assist the new director and staff by allowing them to know their current recertification status. The "interim" review shall not change the normal recertification date.

### **3. Academy Recertification Process**

- A . The DCJS field services coordinator will identify necessary components of recertification and review supporting documentation for applicability on a continuing basis throughout the year. If requested by the academy director, the field services coordinator will conduct a pre-assessment prior to an on-site visit.
- B . A staff member of the Division of Operations will establish a mutually agreeable date for an on-site inspection with the academy director and conduct the on-site assessment for recertification.
- C . An academy which does not meet one or more standards for recertification will be given a reasonable amount of time to correct the situation, not to exceed 60 days. The director of the academy will receive written notification of the standards which have not been met and the date when a reassessment will be conducted.
- D . A staff member of the Division of Operations will conduct the reassessment. If one or more of the standards still have not been met, the Chief, Sheriff, Agency Administrator or Board Chairman of the academy will be notified in writing that upon reassessment the standard has not been met. The academy will have a maximum of 30 days to comply with all certification standards.
- E . A staff member of the Division of Operations will conduct the second reassessment. If the academy is still not in compliance with all certification standards at the time of the second reassessment, the matter will be referred to the Academy Certification Committee. The committee will review the findings of the second reassessment in which the academy was not in compliance with all certification standards and make a recommendation to the Committee On Training of the Criminal Justice Services Board.
- F . The Committee on Training will review the recommendation of the Academy Certification Committee, giving both the academy and the Academy Certification Committee an opportunity to make a verbal presentation, and, based upon all pertinent information, recommend appropriate action to the Department of Criminal Justice Services.

### **4. Academy Recertification Standards**

- A . Definitions

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- 1 . Academy: a facility in which training programs are conducted. It houses classrooms and offices for instructors and staff. Other facilities such as a firing range, driver training track, multipurpose training areas, library and satellite locations are considered to be part of such facility but need not be located at the same site.
- 2 . Academy Director: an individual designated by the chief, sheriff, agency administrator or academy board who is responsible for the conduct and operation of training conducted by the academy.
- 3 . Assistant Director: an individual predesignated by the director of the academy responsible for the conduct and operation of training in the absence of the director. In the event the designated individual is not an employee of the academy/agency, prior approval for such designation must be obtained from the chief, sheriff, or agency administrator.
- 4 . Directive: a written statement of policy procedure or rule/regulation addressing each respective area in the certification standards, duly approved and signed by the academy's governing authority and made a part of a manual available for inspection and guidance in the operation of the academy.
- 5 . Satellite Facility: a facility, located away from the certified academy facility, which the certified academy uses to conduct mandated training. This definition specifically excludes firing ranges, driver training sites and physical fitness, defensive tactics or practical exercise sites which may be located away from the certified academy facility. Commercial conference and training facilities such as hotels and motels, which are used for mandated training, are specifically excluded from this definition.
- 6 . Academy Certification Committee: The Academy Certification Committee reviews the certification and recertification standards and recommends changes as necessary to the Division of Operations. This committee also reviews the circumstances and facts surrounding the non-compliance with certification standards by any certified academy in order to make a recommendation to the Committee on Training of the Criminal Justice Services Board. This committee is composed of five members who represent a regional academy, a sheriff's academy, an independent academy and a state agency academy. The fifth member is an at-large member representing all types of academies. Committee members are selected by mutual agreement between DCJS and the President of the Training Directors Association.

### **B . Administration Standards**

- 1 . (2.2.1) Has the three year plan been reviewed annually and updated where necessary since the academy was certified/recertified?
  - (1) Has the three year plan been approved and signed by the agency administrator, or in the case of regional academies, approved by the Academy Board Chairman and distributed to all members of the executive/governing board of the academy?
    - (1) Is there a process which allows all participating agencies to address questions and concerns regarding the three year plan?
    - (2) Does the three year plan address the following areas as they apply to the academy?
      - (a) Administration
      - (b) Personnel
      - (c) Staff Training
      - (d) Programs
      - (e) Equipment

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(f) Facility enhancement

- 2 . (2.4.1) A random review of class records indicates that the procedures adopted by the academy for documenting attendance are being followed.
- 3 . (2.4.2) A random review of records indicates that absences from training are being taken in accordance with policy and being documented.
- 4 . (2.4.3) A random review of records indicates that completion of training missed due to absence is being documented.
- 5 . (2.5) Is criteria for allowing outside agencies/non-members to be trained being followed?
- 6 . (2.6.1) A random review of class records indicates that all entry-level training tests and re-tests include the established pass/fail criteria.
- 7 . (2.6.2) A random review of the tests indicate that all tests conform to the format established by the academy. (Format refers to types of questions such as multiple choice, true or false, fill in the blank and essay)
- 8 . (2.7) A random review of records indicates that the academy does maintain a training record/file on each student attending entry-level training which is sufficient to document that all performance objectives have been successfully completed.
- 9 . (2.8) A random review of records indicates that the academy does maintain an administrative file that pertains to each class it conducts and includes curriculum/schedule, attendance records, discipline records, counseling records, tests, test sheets, and course evaluation or summary.
- 10 . (2.9) Has the academy destroyed any records?
  - a . If yes, did the academy follow the policy covering records maintenance to include the retention/destruction schedule approved by the State Library?
  - b . If no, does the academy intend to destroy records?

If so, when?

(NOTE: All academies are required to follow the retention schedule of the Virginia State Library and Archives. The Department of Criminal Justice Services does not accept responsibility for the destruction or retention of records. That decision is the sole responsibility of the academy. The Department of Criminal Justice Services will continue efforts to support academies and agencies by providing training records for official purposes, when necessary. It is not the role of DCJS to act as a records repository for individuals seeking information for their own personal reasons. As the originator of training records, the academy should provide such information. Therefore, we strongly encourage all academies to maintain at least minimal training records which would satisfy most requests from individuals. If an academy cannot comply with a particular request, the requesting individual should be advised that DCJS may be able to provide information but that a fee shall be required and that it may take up to 120 days to receive a response. In addition, academies should encourage all individuals to maintain their own training records throughout their criminal justice career.)

- 11 . (2.10) Have the rules for the following skill training changed since the academy was certified/recertified?
  - a . Firearms

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b . Defensive Tactics

c . Driver Training

12 . (2.12) According to the academy director or appropriate staff, are safety rules for skill training distributed to students at the beginning of the school?

13 . (2.13) A random sample of records indicates that post-graduation evaluations of the following types of entry-level training are being conducted between six months and one year after completion of entry level training.

a . Law enforcement

b . Jailor, Court Security/Process Service

c . Corrections

d . Dispatcher

14 . (2.14) According to the academy director, does the academy have documented evidence of general and professional liability insurance?

15 . (2.15.1) Does the academy follow their established process to ensure that the doctor who performs the physical examination required for entry level training, is aware of the physical requirements and stress associated with entry level training?

16 . (2.15.2) A random review of records indicates that the physical examinations required for entry level training are being performed within twelve months prior to training.

17 . (2.16) Has the charter of the regional academy been reviewed annually since certification/recertification to determine if an amendment is necessary?

18 . Does the Academy follow its policy on the minimum and maximum number of students in classes.

19 . Is mandated training scheduled for classes of less than six students nor more than thirty-five?

If yes, does the academy have on file a written exception to Standard 2.17.1 granted by the Field Services Coordinator in the region where the academy is located?

### **C . Personnel Standards**

1 . (3.2) Does the academy have written position descriptions for each staff position?

a . Does the policy include the following components?

(1) (3.2.1) Selection and retention criteria.

(2) (3.2.2) Performance standards.

(3) (3.2.3) Pay scales and benefits.

2 . (3.3) Does the academy have written standards of conduct and disciplinary procedures for staff?

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### **D . Facility Standards**

- 1 . (4.1) According to the academy director, within the past six months, all pertinent fire, health, and building regulation inspections have been reviewed to ensure they are current and the building is in compliance with them.
- 2 . (4.2) If, according to the academy director, the physical characteristics of any classroom have changed since the last certification, the attached classroom work sheet must be completed.
- 3 . (4.9) If, according to the academy director, the physical characteristics of the driver training facility have changed since the last certification, the attached driver training facility work sheet must be completed.
- 4 . (4.10) If, according to the academy director, the physical characteristics of the firing range have changed since the last certification, the attached firing range work sheet must be completed.
- 5 . (4.12) Is the academy adequately equipped with first aid equipment?
- 6 . (4.13) Are communications available at all training sites?
- 7 . (4.14) Does the academy have a library which provides a representative sample of resources for subjects taught and also includes current applicable sections of the Code of Virginia, background and supplementary reading material representing varying viewpoints, and procedures to allow availability of materials to students and faculty?
- 8 . (4.15) Does the academy have a housing policy applicable to students who must travel significant distances to attend classes?

### **E . Instruction Standards**

- 1 . Does the academy have on file a model curriculum for all entry-level and instructor training conducted?
  - a . Does the academy have on file a memorandum of transmittal to the field coordinator documenting the date and location of training provided under the model curriculum?
  - b . Does the academy have on file a copy of the training curriculum as actually conducted and a completed Form 41 Training Roster?
- 2 . Does the academy have documentation for all in-service and instructor recertification training sessions conducted consisting of a memorandum listing session type, location, dates; a copy of the final curriculum and a Form 41 Training Roster?
- 3 . (5.1) A random sample of records indicates that lesson plans are developed in accordance with the standard format adopted by the academy.
  - a . Does the academy have a format for lesson plan development?
  - b . Does each lesson plan have
    - (1) a statement of performance objectives,
    - (2) references,

- (3) resources,
  - (4) a detailed outline of the course content,
  - (5) instructional aids required, and
  - (6) any testing/evaluation instruments
- 4 . (5.2) A random sample of records indicates that a course syllabus is on file for courses taught by contracted consultants or other outside instructors.
- 5 . (5.3) A random sample of records indicates that lesson plans have been approved in accordance with the written directive which specifies the approval process for lesson plans.
- a . (5.3.1) A random sample of lesson plans for mandated or required training reviewed have been updated on an annual basis, as applicable.
  - b . (5.3.2) Lesson plans are on file at the academy.
- 6 . (5.4) A random sample of records indicates that all instructors meet minimum standards established by the Department of Criminal Justice Services.
- 7 . A random sample of records indicates that quality control methods for ensuring adequate instruction are being followed as indicated below:
- a . Written student evaluations of instructors.
  - b . Periodic and random monitoring of instruction provided to ensure that:
    - (1) Lesson plans are being used.
    - (2) Appropriate audio-visual aids are available and used properly.
    - (3) The instructor is holding student attention.
    - (4) The instructor is in control of the students.
    - (5) The instructor is addressing the performance objectives.
    - (6) Classroom conditions such as lighting, noise levels and temperature are acceptable.
  - c . Appropriate action is taken to follow up on any student complaints regarding instructors or the training process.
  - d . Results of testing are analyzed and evaluated.
- 8 . Has the academy maintained an up-to-date copy of the Reference Manual provided by the Division of Operations.
- F . Satellite training is defined as that mandated training conducted by a certified academy which takes place at a location away from the certified academy facility. Primarily, satellite training is conducted for the convenience of member agencies due to problems associated with geographical locations or distances from the certified academy.

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- 1 . All satellite facilities where mandated training is conducted must meet the standards in the Satellite Facility Worksheet. Commercial conference and training facilities such as hotels and motels, which are used for mandated training, are specifically excluded from this definition.
- 2 . Certified academies are responsible for determining that all facilities used as satellites meet the criteria for satellite facilities.

a . Have all satellite facilities been inspected by the certified academy?

(1) Does the academy have on file a completed Satellite Facility Worksheet for each satellite facility?

Have there been any major changes in the staff or facility since the last certification or recertification? Please describe.

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DEPARTMENT OF CRIMINAL JUSTICE SERVICES ACADEMY RECERTIFICATION CLASSROOM WORKSHEET  
Current Date

ACADEMY:

Classroom No. or Location Description

Length \_\_\_\_ X Width \_\_\_\_ = Square Feet \_\_\_\_ divided by 20 = \_\_\_\_ students

Compliance:

Are the classrooms equipped with an adult-size desk and chair or chair/table combination?

Do the classrooms have overhead lighting measuring a minimum of 50 foot candles at desk level?

Do the classroom windows have shades or blinds capable of reducing ambient light for viewing of visual aids?

Are the following instructional aids present or available?

Chalkboard/dry erase board (minimum 10 sq. ft.)

Projection screen (min. 10 sq. ft.)

Overhead projector

Videotape recorder/player

Are films, slides, transparencies, videotapes and other audio-visual aids available to supplement instruction?

SIGNATURE OF DCJS REPRESENTATIVE

DATE



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DEPARTMENT OF CRIMINAL JUSTICE SERVICES ACADEMY RECERTIFICATION FIRING RANGE  
WORKSHEET

Current Date

ACADEMY:

List the name (if applicable) and describe the location of the firing range.

Does the academy have scheduled access to a firing range which includes:

Shotgun/tear gas capabilities

Adequate space for firearms courses prescribed by the Department of Criminal Justice Services.

Insurance for users

Adequate storage facility for ammunition at the academy or range

Do ranges have at least 5 firing points if used for entry-level training?

SIGNATURE OF DCJS REPRESENTATIVE

DATE

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DEPARTMENT OF CRIMINAL JUSTICE SERVICES ACADEMY RECERTIFICATION DRIVER TRAINING  
FACILITY WORKSHEET

Current Date

ACADEMY:

List the name (if applicable) and describe the location of the driver training facility.

Does the academy have scheduled access to a driver training facility which includes:

Vehicle maintenance facility available (on or off site)

Insurance for users in force

SIGNATURE OF DCJS REPRESENTATIVE

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### **DEPARTMENT OF CRIMINAL JUSTICE SERVICES ACADEMY RECERTIFICATION SATELLITE FACILITY WORKSHEET**

Current Date

SATELLITE NAME:

SATELLITE LOCATION:

ACADEMY AFFILIATION:

Satellite training is defined as that mandated training conducted by a certified academy which takes place at a location away from the certified academy facility. This definition specifically excludes firing ranges, driver training sites and physical fitness, defensive tactics or practical exercise sites which may be located away from the certified academy facility. Primarily, satellite training is conducted for the convenience of member agencies due to problems associated with geographical locations or distances from the certified academy. Commercial conference and training facilities such as hotels and motels, which are used for mandated training, are specifically excluded from this definition.

All satellite facilities where mandated training is conducted must meet the standards in this checklist: (NOTE: The records and files referred to below may be kept at the main academy or the satellite facility. The purpose of these standards is to ensure that these records and files are maintained for all mandated training conducted at satellite facilities.)

- G . The academy shall appoint in writing a Satellite Facility Training Coordinator for each satellite facility conducting mandated training. The Satellite Facility Training Coordinator shall be responsible for the conduct and operation of training conducted at the satellite facility. The Satellite Facility Training Coordinator shall be present when training is conducted. The Satellite Facility Training Coordinator's primary employer shall express to the academy director his/her concurrence that the coordinator shall be relieved of those duties necessary to enable the coordinator to properly supervise the training.. This excludes full time training academy staff.
- H . A random review of satellite facility class records indicates that the procedures adopted by the academy for documenting attendance are being followed.
- I . A random review of satellite facility records indicates that absences from training are being taken in accordance with policy and being documented.
- J . A random review of satellite facility records indicates that completion of training missed due to absence is being documented.
- K . A random review of satellite facility class records indicates that all entry-level training tests and re-tests include the established pass/fail criteria.
- L . A random review of the satellite facility tests indicate that all tests conform to the format established by the academy. (Format refers to types of questions such as multiple choice, true or false, fill in the blank and essay)
- M . A random review of satellite facility records indicates that the satellite facility does maintain a training record/file on each student attending entry-level training which is sufficient to document that all performance objectives have been successfully completed.
- N . A random review of satellite facility records indicates that the satellite facility does maintain an administrative file that pertains to each class it conducts and includes curriculum/schedule, attendance records, discipline records, counseling records, tests, test sheets, and course evaluation or summary.

O . A random sample of satellite facility records indicates that post-graduation evaluations of the following types of entry-level training are being conducted between six months and one year after completion of entry level training.

- a . Law enforcement
- b . Jailor, Court Security/Process Service
- c . Corrections
- d . Dispatcher

P . The satellite facility follows the academy policy on the minimum and maximum number of students in classes.

- 1 . Is mandated training scheduled for classes of less than six students or more than thirty-five?

If yes, does the academy have on file a written exception to Standard 2.17.1 for the satellite facility granted by the Field Services Coordinator in the region where the satellite facility is located?

Q . Facility Standards

- 1 . Within the past six months, all pertinent fire, health, and building regulation inspections have been reviewed to ensure they are current and the satellite facility building is in compliance with them.

- a . Where are these records maintained?

- 2 . The physical characteristics of all classrooms are accurately reflected on a classroom work sheet which is kept on file at the satellite facility and the academy.

- 3 . The physical characteristics of the driver training facility are accurately reflected on a driver training facility work sheet which is kept on file at the satellite facility and the academy..

- 4 . The physical characteristics of the firing range are accurately reflected on a firing range work sheet which is kept on file at the satellite facility and the academy.

- 5 . The satellite facility is adequately equipped with first aid equipment.

- 6 . Communications are available at the satellite facility.

- 7 . The satellite facility does have a library which provides a representative sample of resources for subjects taught and also includes current applicable sections of the Code of Virginia, background and supplementary reading material representing varying viewpoints, and procedures to allow availability of materials to students and faculty.

- 8 . The satellite facility has posted occupancy for each classroom base upon the standard of a minimum of 20 square feet of floor space per student. (NOTE: For each classroom, a Classroom Worksheet should be completed and maintained a the satellite facility and at the academy)

- 9 . The satellite facility has separate rest room facilities for males and females.

- 10 . The satellite facility has designated areas for performance testing.

- 11 . The satellite facility has office space for employees.
- 12 . The satellite facility has space designated for use by adjunct instructors which include a desk and chair.
- 13 . The satellite facility has adequate storage space for equipment and materials.

**R . Instruction Standards**

- 1 . A random sample of satellite facility records indicates that lesson plans are developed in accordance with the standard format adopted by the academy.
- 2 . A random sample of satellite facility records indicates that lesson plans have been approved in accordance with the written directive which specifies the approval process for lesson plans.
  - a . A random sample of satellite facility lesson plans for mandated or required training reviewed have been updated on an annual basis, as applicable.
  - b . All lesson plans used by the satellite facility are on file at the satellite facility.
- 3 . A random sample of records indicates that all satellite facility instructors meet minimum standards established by the Department of Criminal Justice Services.
- 4 . A random sample of satellite facility records indicates that quality control methods for ensuring adequate instruction are being followed and documented in writing as indicated below:
  - a . Written student evaluations of instructors.
  - b . Review of curricula and lesson plans to ensure they are in compliance with DCJS requirements.
  - c . Periodic and random monitoring of instruction provided to ensure that:
    - (1) Lesson plans are being used.
    - (2) Appropriate audio-visual aids are available and used properly.
    - (3) The instructor is holding student attention.
    - (4) The instructor is in control of the students.
    - (5) The instructor is addressing the performance objectives.
    - (6) Classroom conditions such as lighting, noise levels and temperature are acceptable.
  - d . Appropriate action is taken to follow up on any student complaints regarding instructors or the training process.
  - e . Results of testing are analyzed and evaluated.

Signature of Academy Director

Date

